

**Summary of the
Board of Directors Teleconference
January 22, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference on Thursday, January 22, 1998 at 1:30 p.m. EST. The meeting was led by the board chair, Ms. Carol Batterton of the Texas Natural Resources Conservation Commission. A list of action items is provided in Attachment A and a list of participants are given in Attachment B.

Approval of Minutes

In the section on **Recommendations** in the minutes from the January 12, 1998 meeting, the board agreed that more discussion was needed and will vote on the proposed change at a later date (Action Item 5 was changed to reflect this). Also, in the section on **Comments from Scott Siders**, the issue was remanded to the Quality Assurance Committee for resolution. The minutes were approved as corrected.

Transition Committee Report

Dr. Brokopp reviewed recommendations that the Transition Committee formulated during their session at the Interim meeting. After discussion on "reciprocity," it was decided that Ms. Pauline Bouchard would work with Mr. John Anderson in reviewing how the word "reciprocity" is used in each case. The board will act on this issue after Ms. Bouchard and Mr. Anderson make a recommendation.

The Transition Committee also recommended that applicants be accepted after January 31, 1998 with the applicants applying before that date having priority. Ms. Finazzo suggested that the board delay in making this recommendation until we see how many states actually apply. Also, after discussion, the board agreed to the Transition Committees' recommendation that: a) Prior to July 1, 2000, any new accrediting authority requesting NELAP recognition would have two years to correct any deficiency that requires legislation or rule making to bring their program into compliance with NELAP; b) After July 1, 2000, any new accrediting authority coming into the program must be fully compliant with NELAP standards as of the date of their approval and, c) After July 1, 2000, the effective date of any new or amended NELAP standard that requires legislation or rule-making will be two years from the date that the new or amended standard is approved.

Copy of OW Memo to Tim Fields/David Carver

Mr. Ted Coopwood agreed to convey Cynthia Dougherty's memo to Mr. Fields' office. Ms. Batterton has already provided Mr. Fields with the text of the memo.

List of Questions from On-Site Assessment Committee

Dr. Hartwig reported that he had talked with Mr. Wayne Davis about submitting any questions he had regarding the on-site assessment to the board. Mr. Davis agreed to do this.

Clarification of Issue of Loss of Accreditation for PT Failure

The board suggested that the Accreditation Process and the PT Committees address this issue.

Thank You Letters to AA's

Ms. Batterton will send out thank you letters to the two Assistant Administrators that the board met with during the Interim meeting and a letter to Mr. Bob Perciasepe bringing him up-to-date and thanking him for the Office of Water support. The board suggested that she stress that there must only be one voice from EPA and that the regions and program offices must coordinate their activities.

Committee Chairs to Read other Chapters and Coordinate

Ms. Batterton stressed the need for each committee chair to review the other chapters. It was suggested that they read the version from July 1997, that any changes made since then should be e-mailed to the other chairs and that a conference call should be scheduled for March to coordinate the changes made in each chapter. Each chair will be notified that no revisions will be accepted after April 15, 1998.

Policy on Committee Participation

The board agreed that a policy on committee participation was needed. The Policy and Structure Committee was asked to write the policy on membership and participation. Dr. Ron Cada and Ms. Finazzo agreed to send Ms. Bouchard copies of policies that they had from other committees. It was also suggested that the issue of scheduling conflicts needed to be addressed also.

Appoint AARB Members

Ms. Jeanne Mourrain reported that she has received one application for AARB membership. The board was asked to solicit and nominate candidates from state and federal government.

Review Roles and Responsibilities of Implementation and M&O Committees

The board discussed the overlap of responsibilities of the Implementation and Membership and Outreach Committees. Dr. Hartwig agreed to go over the charter and any needed action steps with Carl Kircher, Chair of the Implementation Committee. Ms Batterton will also ask Dr. Kircher to make a presentation to the board on the committee activities.

Shorten Length of Annual and Interim Meetings

The board agreed to shorten the length of the next annual meeting. It was proposed that the ELAB meeting begin at 10 a.m. on Monday, that the opening session of NELAC be from 3-5 p.m., concurrent sessions of the committees be held on Tuesday and Wednesday and that the voting session be held on Thursday morning. It was also suggested that possibly roundtable discussions could be scheduled for the meetings for more interaction from participants.

(Note: Due to a conflict, the NELAC opening session will begin on Monday, June 29, 1998 and ELAB will meet on Wednesday afternoon, July 1, 1998).

Primacy vs. Principle Laboratory

Ms. Mourrain stated that in Chapter 1 there is a reference to EPA inspecting the principle state laboratory. She suggested that the word "principle" be changed to "primacy". EPA is currently committed to inspecting the primacy laboratories and cannot step down from the responsibility. Pending resource availability, other state laboratories will be inspected if requested by the state. The board suggested that Program Policy and Structure and the Accrediting Authority Committees consider this change.

Field Measurements Committee to provide BOD with an Options Paper

Ms. Batterton reported that she had heard concerns regarding NELAC going ahead with standards on field measurement and sampling at the present time. After discussion, the board agreed to wait for the options paper being prepared by the Field Measurements Ad Hoc Committee before making any decision regarding standards..

Other Business

The teleconference schedule for the coming year is as follows: February 26, March 26, April 23, May 28 and June 25, 1998.

Dr. Hartwig discussed the nominees for replacement of board members.

List of Action Items
Board of Directors Teleconference
January 22, 1998

Item No.	Action	Date Completed
1.	The Program Policy and Structure and Accrediting Authority Committees were requested to review the chapters for just how the word "reciprocity" is used.	
2.	Mr. Coopwood will hand-carry to Mr. Field's office a copy of Ms. Dougherty's memo..	
3.	Ms. Batterton will notify the Accreditation Process and the PT Committees that they are to work on clarifying the issue of loss of accreditation for PT failure.	
4.	Ms. Batterton will send out thank you letters to Mr. Longest, Mr. Fields and to Mr. Perciasepe.	
5.	Ms. Batterton will notify the committee chairs that they are to review the other chapters and changes will be coordinated in a conference call to be scheduled for March.	
6.	Ms. Bouchard will write a policy on membership and participation.	
7.	All board members were asked to solicit and nominate candidates for the AARB.	
8.	Dr. Hartwig is to review the charter of the Implementation Committee with Dr. Kircher. Ms. Batterton will contact Dr. Kircher regarding his making a presentation at a future board meeting.	
9.	Ms. Bouchard will ask the Policy and Structure Committee will be asked to consider changing the word "principle" to "primacy" in reference to EPA inspection of a laboratory.	

List of Participants
Board of Directors Teleconference
January 22, 1998

Name	Affiliation	Telephone Numbers
Carol Batterton, Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Ken Jackson, Chair-elect	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Pauline Bouchard Invited Guest	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514 e-mail: pauline.bouchard@health.state.mn.us
Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Ron Cada	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Marcia Davies	DOD	Tel: 402-697-2555 Fax: 402-697-2595 email: marcia.c.davies@usace.army.mil
Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Gary King Absent	Advanced Sciences	Tel: 505-872-3508 Fax: 505-872-6827 e-mail:
Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4101 e-mail: mourrain.jeanne@epamail.epa.gov
Jim Pearson Absent	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Jim Stemmler, Acting Executive Secretary	USEPA, ORD	Tel: 202-565-6878 Fax: 202-564-2441 e-mail: stemmler.james@epamail.epa.gov
Gene Tatsch Contractor	RTI	Tel: 919-541-6573 Fax: 919-541-7386 e-mail: cet@rti.org
Carolyn Cross Recorder	USEPA	Tel: 919-541-3151 Fax: 919-541-4101 e-mail: cross.carolyn@epamail.epa.gov